

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-7-102

CLASSIFICATION TITLE Television Specialist	OFFICE/BRANCH Communications/Multi-Media	LOCATION Sacramento
WORKING TITLE Television Specialist	POSITION NUMBER 311-001-5571-001	EFFECTIVE 11/21/14

GENERAL STATEMENT:

Under the direction of the Multimedia Manager, the Television Specialist is responsible for shooting and editing video that will be used for dissemination to or used by professional media outlets, the High-Speed Rail Authority's (Authority) website and social media applications. This position within the Authority's Multi-Media Branch will help document current and future construction of the High-Speed Rail project, meetings/events and produce stories about the High-Speed Rail program. The Television Specialist should be proficient at taking still photos with a digital camera and utilizing the photos for the Authority's website, social media platforms and other uses.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | <ul style="list-style-type: none">• Plans, organizes and performs technical and professional work required in producing video products.• Develops approach and production methods necessary to produce a variety of professional quality video, audio and multi-media productions from start to finish.• Works closely with Information Officers in the Sacramento and Regional Offices to produce videos and packages.• Operates professional-grade, industry standard video cameras, lighting equipment and video hardware for on-location and studio shoots.• Directs and/or creates the technical and artistic development of video presentations including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in production, often using specialized professional-grade, industry standard audio, still, animation and compositing software.• Does creative editing with computer-based, professional grade, industry standard non-linear editing software.• Direct talent, narrators and other personnel involved in various production packages.• Prepares and coordinates material to be posted on the intra/internet and social media platforms. |
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- 30% (E)
 - Responsible for the organization of equipment, operation and production of Authority-related webcasts, live streaming and/or on-demand videos.
 - Takes still digital photos at Authority meetings, events, construction activities and other functions.
- 20% (E)
 - Responsible for planning, organization and creation of complex DVD interfaces and mastering and replication of disks.
 - Maintains project files on CDs, server and hard copy.
 - Prepares project reports upon request.
- 10% (E)
 - Acts as a Contract Administrator, approves invoices and monitors performance of all video and film related contracts.
 - Conducts research of new software and equipment and make recommendations for the purchase of video editing software and other necessary equipment.
 - Responsible for maintaining records of equipment/software inventory, surplus and/or obsolete items.
- 5% (E)
 - Works with all levels of Authority management and technical staff to develop programs, scripts and final production approval.

KNOWLEDGE AND ABILITIES:

Knowledge of: Techniques of television production; sound recording; television photography; audio-visual principles and techniques; script writing; television staging and lighting; editing methods and equipment; basic electronic theory; television communication theory.

Ability to: Assume leadership and provide creativity in the planning, writing and directing of television production; act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen; develop innovative solutions to complex audio and visual communication problems; analyze situations accurately and take effective action; work effectively with people and situations requiring initiative, tact, and judgment; speak effectively; read and write English at the level required for successful job performance.

SPECIAL PERSONAL CHARACTERISTICS

- Artistic and creative ability; willingness to travel throughout the State; and normal hearing.

DESIRABLE QUALIFICATIONS:

- Work effectively with colleagues and the public;
- Prioritize work to meet specified deadlines and perform assigned work with minimal supervision;
- Able to keep lines of communication open and work cooperatively with colleagues, clients, supervisors, managers and outside vendors in order to avoid production delays;
- Be able to lift, push and carry heavy audio/visual equipment;
- Possession of a valid California Driver's License and periodic statewide travel required.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise other employees; however at times, incumbent will serve as lead on projects and provide functional guidance to crew members, staff and others.

ADDITIONAL DESIRABLE CHARACTERISTICS

- Possession of a high school diploma or GED equivalent.
- Possession of a valid California Driver's License and periodic statewide travel.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The Television Specialist is responsible for documenting current and future construction of the High-Speed Rail project for the Authority's meetings/events. The incumbent will produce stories about the High-Speed Rail program and is responsible for shooting and editing video that will be used for professional media outlets, media applications and the Authority's website. Failure or errors to effectively perform the duties of this position could result in lack of public and financial support for the project and the loss of critical information for the mission of the Authority.

WORK ENVIRONMENT:

- Position will often require travel within the state to cover meetings/events outside of normal business hours. These events may be outdoors in various climates and terrain.
- Employee may be required to sit for long periods of time using video-editing software.
- Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.
- Employees may be required to travel outside of their workstation to perform general tasks.
- Employee must have the ability to lift 50 lbs., lift, push and carry heavy audio/visual equipment and be able to operate equipment while standing in the same position for long periods of time.
- Be able to lift, push and carry heavy audio/visual equipment.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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